



Office of the City Clerk

Weekly Report – for Week Ending December 27, 2013

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

City Expenditures Tracking System - the rewrite and conversion of the expenditure system from Microsoft Access to our department standard of SQL Server was completed.

Council and Committee Meeting Webcasting - the SAP video webcast server was replaced in Council Chambers to resolve ongoing issues. The room 1010 audio encoder was also fixed.

General City Purposes (GCP) System - five requested modifications to the GCP system were tested by the Administrative Services accounting section and moved into production.

Records Management Division - Microfilm was provided to our imaging vendor to convert microfilmed copies of the historic City Council Minutes to a digital format. This is a deliverable for the Mayor's Customer Service metrics for City Clerk.

Neighborhood Council Elections - the Systems staff completed the candidate processing system modifications to adjust to new requested requirements and data import needs.

Neighborhood Council Elections - the Systems staff provided training to the Election division on using the NC Ballot Layout system. This system is used to create the ballots for the NC election.

Personnel - a second workshop for the Neighborhood and Business Improvement District division entitled "Preparing for Change: Embracing the Challenge" was coordinated.

Personnel - a meeting with the Personnel Department's EEO and Employee Development Division was held regarding training sessions, orientations and human relations issues with elected officials and their staff. Discussion emphasized the upcoming requirements of in-person training sessions regarding Sexual Harassment Prevention training and other EEO related topics.

Neighborhood and Business Improvements - in concert with the City Attorney's office, continued to review drafts of Management District Plans and Engineer's Reports required for the establishment of the Pacific Palisades Business Improvement District and the renewal of the following Business Improvement Districts: Byzantine Latino Quarter, Panorama City, Arts District CCLA, North Hollywood and Greater Leimert Park Village.

Neighborhood and Business Improvements - Requests for Proposals to select a consultant for the proposed Central Avenue Business Improvement District were mailed to consultants.

ISSUES

Council and Committee Meeting Webcasting - the live audio webcast for Committee Room 1070 is not working. A problem ticket has been opened with the Information Technology Agency.

UPCOMING

City Archives - Development of a joint CAO and City Clerk report on the steps necessary to create a City Historian position.

Offsite Record Storage - Preparation of a new Request for Proposal.

City Expenditures Tracking System - the conversion of the expenditure system from Microsoft Access to our department standard of SQL Server to "Go Live" in January.

TOP ISSUES

- *Potential for a LAUSD Special Election for Seat 1*
 - *Committee Room 1070 Audio live webcast failure.*
 - *Council Chambers Spanish SAP Video webcast encoder replaced.*
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